



COMPTROLLER OF THE DEPARTMENT OF DEFENSE

WASHINGTON, DC 20301-1100

NOV, 7, 1990

MEMORANDUM FOR SECRETARIES OF THE MILITARY DEPARTMENTS
ASSISTANT SECRETARIES OF DEFENSE
DIRECTORS FOR THE DEFENSE AGENCIES

SUBJECT: Executive Agent Charter for Management of Interim
Systems

My memorandum of June 25, 1990 provided the criteria for selecting interim standard systems which included assignment of an Executive Agent. The attached charter outlines the responsibilities, authorities and relationships of this Executive Agent for management of interim information systems within designated business areas. It also provides guidance on the relationship between Executive Agents, Corporate Information Management (CIM) Functional Groups, and Functional Steering Committees.

Timely assignment of Executive Agents will position the Department in the best posture to meet day-to-day operational requirements, while maximizing the use of limited resources, until such time as the CIM developed, DoD-wide, standard systems are implemented. Comments from the CIM Council have been incorporated into this Charter. The Executive Agent Charter will be effective for Executive Agents designated as a result of recommendations by the Functional Steering Committees.


Sean O'Keefe
Comptroller

Attachment

**COMPTROLLER OF THE DEPARTMENT OF DEFENSE
Washington, DC**

EXECUTIVE AGENT

FOR

MANAGEMENT OF DoD INTERIM INFORMATION SYSTEMS

CHARTER

REFERENCES:

- A. Deputy Secretary of Defense Memorandum, "DoD Corporate Information Management" of October 4, 1989.
- B. Comptroller of the Department of Defense Memorandum, "Guidelines on Interim Standard Information Systems" of June 25, 1990.
- C. DoD Corporate Information Management Process Guide of August 1990.
- D. DoD Directive 7920.1, "Life Cycle Management of Automated Information Systems" of June 20, 1988.

I. BACKGROUND

Pursuant to the objectives of the above references and based on recommendations of the Corporate Information Management (CIM) Functional Steering Committees (FSC), the DoD Senior IRM Official designates an Executive Agent for management of Interim Information Systems for each business area and supporting system(s), where feasible (See Section XIII. DEFINITIONS).

II. PURPOSE

To delineate responsibilities, authorities and relationships of an Executive Agent for management of Interim Information Systems for designated business areas.

III. APPLICABILITY AND SCOPE

This charter applies to the Office of the Secretary of Defense, the Military Departments, the Joint Chiefs of Staff

(JCS), the Joint Staff and the supporting joint agencies, the Unified and Specified Commands, the Inspector General of the Department of Defense (IG, DoD), the Uniformed Services University of the Health Services (USUHS), the Defense Agencies and the DoD Field Activities (hereafter collectively referred to as DoD Components).

IV. MISSION

Position the Department in the best Information Resources Management (IRM) posture to meet day-to-day operational requirements, while maximizing the use of limited resources, until such time as the CIM developed, DoD-wide, standard systems are implemented for designated business areas.

V. ASSIGNMENT

Executive Agent assignments will be designated at the DoD Component level, with delegation authority. The Executive Agent will report to the OSD Senior Functional Official through the Functional Steering Committee.

VI. RESPONSIBILITIES

A. The Executive Agent will:

1. Develop and submit a technical management plan through the CIM Functional Steering Committee for approval by the DoD Senior IRM Official to accomplish the mission (see Paragraph IV) in accordance with References B, C, and D. This includes current systems, both interim standard and interim non-standard systems (See Section XIII. DEFINITIONS).

a. Obtain current requirements.

b. Identify and document the current DoD Automated Information Systems (AISs) and supporting resources for the assigned functional area. The documentation will be in accordance with the CIM Process Guide and will become a portion of the final product of the CIM FG.

c. Assess the adequacy of existing DoD AISs supporting the assigned functional area in accordance with Reference C. Prepare a proposal for review by the CIM FSC.

d. Conduct economic and technical analyses on alternative solutions, as directed by the CIM FSC, to

determine the feasibility of transitioning from multiple systems to an interim standard information system(s). Report conclusions to the CIM FSC.

e. Prepare a recommended technical architectural proposal for operational systems, including users, facilities, hardware, communications and software, to determine what system(s) will operate, and where. This is based on identifying the best system(s), combination of systems, or the status quo to meet current DoD functional requirements in the interim period (up to 6 years) until CIM developed standard systems are available. The architectural proposal will be presented to the Senior IRM Official, via the CIM FSC, for approval.

f. Participate in major automated information system policy meetings involving the operating systems of DoD Components for the purpose of representing the Executive Agent's views.

g. Participate in CIM FSC deliberations as the technical expert in the business area.

h. Establish and operate the Executive Agent organization and structure that will support wartime and peacetime requirements and act as the focal point on critical actions that require immediate, continuing and effective interface with Joint Service and Agency action in support of peacetime, contingency, surge and mobilization conditions.

2. Plan, program, budget and execute funds for assigned interim systems development, enhancement and maintenance to sustain interim systems.

3. Provide configuration management services and oversight for all assigned interim AISS. This includes review of new requirements (e.g., submitted by systems users) or modifications to existing requirements, review and analysis of all functional system change requests, and development of Executive Agent recommendations for consideration by the CIM FSC. These recommendations will be coordinated with the CIM FG, where appropriate.

4. Maintain and perform modifications (design/develop) to assigned interim AISS in accordance with Life Cycle Management (Reference D). Except for statutory changes, all functional modifications of interim standard information systems will comply with functional requirements approved by the CIM FSC. Invite the CIM FG to participate in design reviews, systems tests and evaluation.

B. The CIM Functional Groups will:

1. Staff new functional requirements for the CIM FSC.
2. Provide available current functional requirements to the Executive Agent(s).
3. Provide, if available, documentation of existing systems and supporting economic analyses.
4. Review the Executive Agent's economic and technical evaluations of selected interim standard information system(s).
5. Participate, as appropriate, in design reviews and system tests and evaluations conducted by the Executive Agent for selected interim standard information system(s).

C. The CIM Functional Steering Committee will:

1. Oversee the progress of Executive Agents.
2. Resolve functional interface, integration, overlapping assignments, and policy implementation issues within or between functional areas/groups and Executive Agent(s).
3. Identify additional functional requirements and other related issues resulting from policy changes that need to be addressed by the Executive Agent.
4. Provide supplementary guidance, as required and consistent with provisions contained in this Charter, to address unique requirements of a particular business area.

D. The CIM Council will:

1. Review the progress of Executive Agents and provide the Chair advice on matters relating to implementation, methodology, and procedures.
2. Recommend solutions to technical interface, integration and policy issues within or between functional areas as raised by an Executive Agent(s).
3. Act as the focal point for information exchange.

E. The DoD Components will:

1. Fund and support the operations of interim information systems within the component.

2. Identify cost of current interim information systems operations to the Executive Agent.

3. Identify points of contact to the Executive Agent.

F. The DoD Senior IRM Official will:

1. Serve as the final approval authority for Executive Agent actions and interim standard information system assignments and decide any IRM issues that cannot be resolved by the CIM FSCs.

2. Coordinate efforts in dealing with Executive Agents where functional requirements interface or cross more than one Functional Group.

G. The DoD Comptroller will effect resource adjustments necessary to recognize and support the role of Executive Agent.

VII. RESOURCE CONTROL

The Executive Agent will ensure that dollar and manpower requirements to accomplish its mission are developed and submitted in accordance with established DoD policies and procedures. Executive Agent requirements are to be separately identified in Program Objective Memorandum and Budget submissions, with resources programmed in priority order. The Executive Agent will gain necessary resources from DoD components to support interim information systems. When appropriate, CIM funding reserves may be provided to fund interim systems. These reserves will be replenished by transferring associated out-year

X. LOCATION AND SUPPORT

To be provided by the Executive Agent.

XI. ORGANIZATIONAL RELATIONSHIPS

To be provided by the Executive Agent.

XII. DURATION

Executive Agent assignment will be in effect until such time as the interim system is replaced by the standard CIM system. The Executive Agent for the standard CIM system will be designated by the Senior IRM Official.

XIII. DEFINITIONS

Interim Information Systems. This includes all existing AISS, as well as, any additional AISS required to support functional business areas until such time as the interim system is replaced by the standard CIM system. Interim information systems consist of two categories, interim standard information systems and interim non-standard information systems.

A. Interim Standard Information System. An operational information system(s) or hybrid system composed of functional/system modules built from current operational systems designated to support a specific functional area for all DoD Components.

B. Interim Non-standard Information System. Any operational information system that supports a specific functional area, but does not support the function DoD-wide.